

GENERAL GUIDELINES FOR MANUSCRIPTS

Title

- In English with Times New Roman letters 12, spaced 2, and bold.
- Must describe the contents of the writing in a concise and clear manner.
- Include 10-15 words (no more than 15 words).

Author

- The author's name (without title) is written in Times New Roman letters 12, followed by number (superscript) to describe the affiliation. Corresponding author marks by (*) in front of the author's name.

Example: *Dwi Andriani¹, Endah Wahjuningsih¹, Nur Tsurayya²

- The name of the institution is written in Times New Roman letters 12, and italic.

Example:

¹Department of Oral Biology, Faculty of Dentistry, Universitas Hang Tuah, Jl. Arif Rahman Hakim No 150, Surabaya, East Java, Indonesia

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- Corresponding author consists of full name of the author (without title), affiliation, address, email, and phone number.

Example:

Dwi Andriani

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Abstract

- The abstract should be an informative synopsis/summary of your manuscript.
- Abstracts for Case reports should follow the unstructured format. There is no need to divide the abstract into different sections. The word count should not exceed 150 words.

Keywords

- Below the abstract, provide 5 keywords (compulsory) that will assist in cross-indexing the article.

- Check and confirm that the keywords are the most relevant terms found in the title or the abstract and should be listed in the medical subject headings (MeSH) list of Index Medicus found in <http://www.nlm.nih.gov/mesh/meshhome.html>

Main Text

- Times New Roman font, size 12, with double-line spacing. The left, right, top and bottom margins should be 2.54 cm (1 inch).
- Do not use boldface for emphasis within the text
- Numbers one to ten are written out in words unless they are used as a unit of measurement, except in figures and tables
- Use single hard-returns to separate paragraphs. Do not use tabs or indents to start a paragraph
- Do not use the automated features of your software, such as hyphenation, headers, or footers (especially for references). You can use page numbering.

Figures

- Abbreviate “Figure” as “Fig.,” e.g. Fig. 1, Fig. 2.
- Number the figures consecutively in Arabic numerals (e.g. Fig. 1, Fig. 2) in the order of their first citation in the text.
- Images as TIFF/JPEG files should be submitted with a minimum resolution of 300 DPI and a minimum dimension of 1,000 x 1,000 pixels. Colour images should be submitted in CMYK format instead of RGB format.
- The figure should cover a minimum of 85-95% of the figure’s total area, and the margin area/space should not exceed 10%.
- Each figure should be submitted separately without figure legend and title. (Authors are advised to keep backup files of all images).
- Figure legends should be provided in the main text after references.
- Line Figures – freehand and type-written lettering are not acceptable.
- Letters, numbers and symbols should be clear and even throughout and of sufficient size so that when they are reduced in size for publication, each item will still be clearly identifiable.
- If a Figure has been published, acknowledge the original source and submit written permission from the copyright holder to reproduce the material.
- Authors’ names and affiliations should not appear on the images.
- All Figures/Figure-parts relating to one patient should have the same Figure number.
- Symbols, arrows or letters used in photomicrographs should contrast with the background.

Clinical Pictures

- The ideal Clinical Picture provides valuable visual information to other clinicians.
- Clinical Pictures should be interesting, educational, and respectful of the patient.
- Authors must obtain signed informed consent from the institutes or hospitals that allow the use of patient images for publication.
- Use no more than 450 words, with no references. The text should include a brief patient history and must put the image in context, explaining what the image shows and why it is of interest to the general reader.

Tables

- Submit all tables in Microsoft Word format only
- Each table should be submitted separately
- Number the tables consecutively in Roman numerals (e.g. Table I, Table II, Table III) in the order of their first citation in the text
- Provide a brief title, which should be shown at the top of each table
- The main table heading should be in 10 point Times New Roman font, **BOLD**
- Legends should be in 10 points, single-spaced
- Tables should be in 8-point Times New Roman font, single-spaced
- Headings within tables should be in 8 points **BOLD**
- Place table explanations in the footnotes of the table
- Explain all non-standard abbreviations in the footnotes to the tables
- Obtain permission for publication before submission of the manuscript and acknowledge fully if data from another published source is used.

Abbreviations and Symbols

- The full term for which an abbreviation or acronym stands should precede its first use unless it is a standard unit of measurement
- Symbols and abbreviations should be those used by British Chemical and Physiological Abstracts
- Weights, volumes, etc. should be denoted in metric units

Data

- An International System of Units (SI) is required
- Numbers in text and tables should always be provided if % is shown
- Means should be accompanied by Standard Deviation and Medians by Inter-Quartile Range
- Exact p values should be provided unless $p < 0.0001$.

References

- Use the form of references adopted by the US National Library of Medicine and the Index Medicus. Use the style of the examples cited at the end of this section.
- The citation and bibliographical style of all reference sources (book, chapter in a book, journal articles and internet) should adhere to the Vancouver citation style and must supplement with a digital object identifier (DOI). The reference can be cited without a DOI if it does not have a DOI.
- If you use reference managing software such as EndNote, Mendeley or RefWorks, you may opt for the “Springer Vancouver” style for reference formatting.
- References in text, table and legends should be numbered in brackets (e.g. [1], [1, 4], [1-3] and [1, 3-5]) and cited consecutively in the order of appearance in the manuscript.
- Personal communications and unpublished observations may not be used as a reference.
- Two references are cited, separated by a comma, with space. Three or more consecutive references are given as a range with an en rule.
- References in tables, figures and panels should be in numerical order according to where the item is cited in the text
- Give any subpart to the title of the article. Journal names are abbreviated in their standard form as in Index Medicus
- If there are six authors or fewer, give all six in the form: surname space initials comma
- If there are seven or more, cite the first six names followed by et al.
- For a book, give any editors and the publisher, the city of publication, and the year of publication
- For a chapter or section of a book, cite the editors, authors and title of the section, and the page numbers (<http://www.ncbi.nlm.nih.gov/books/NBK7271/#A34171>)
- For online material, please cite the URL, together with the date you accessed the website
- Do not include references in the abstract.

Reference Citation Style

Standard Format for Books:

Author Surname Initials. Title: subtitle. Edition (if not the first). Place of publication: Publisher; Year. [Include DOI if available].

- Book with 1-6 authors/editors

Abul A, Lichtman A, Pillai S. Cellular and molecular immunology. 7th ed. Philadelphia: Elsevier Saunders; 2012.

- More than 6 authors/editors (Book, Chapter in a book & etc.)

Fauci AS, Braunwald E, Kasper DL, Hauser SL, Longo DL, Jameson JL, et al. Harrison's Principles of Internal Medicine. 17th ed. New York: McGraw Hill; 2008.

- Chapter in a book

Vidyadaran S, Ramasamy R, Seow HF. Stem cells and cancer stem cells: Therapeutic Applications in Disease and Injury. In: Hayat MA, editor. New York: Springer; 2012.

- Corporate/Organisation as Author

Canadian Dental Hygienists Association. Dental hygiene: definition and scope. Ottawa: Canadian Dental Hygienists Association; 1995.

- E-book

Frank SA. Immunology and Evolution of Infectious Disease [Internet]. Princeton: Princeton University Press; 2002 [cited 2014 December 17]. Available from:

<http://www.ncbi.nlm.nih.gov/books/NBK2394/pdf/TOC.pdf>
doi/book/10.xxxx/xxxxxxxxxxx

Standard Format for Journal Articles:

Author Surname Initials. Title of the article. Title of the journal abbreviated. Year of Publication: Volume Number (Issue Number): Page Numbers. DOI

- Journal article 1-6 authors

Dazzi F, Ramasamy R, Glennie S, Jones SP, Roberts I. The role of mesenchymal stem cells in haemopoiesis. Blood Reviews. 2006;20(3):161-71. doi: 10.1016/j.blre.2005.11.002.

- Journal articles with more than 6 authors

Leong YY, Ng WH, Umar Fuaad MZ, Ng CT, Ramasamy R, Lim V, et al. Mesenchymal stem cells facilitate cardiac differentiation in Sox2-expressing cardiac C-kit cells in coculture. J Cell Biochem. 2019;120(6):9104-16. doi: 10.1002/jcb.28186.

- Journal article in press

Clancy JL, Patel HR, Hussein SM, Tonge PD, Cloonan N, Corso AJ, et al. Small RNA changes en route to distinct cellular states of induced pluripotency. Nature communications.2014; 5:5522.Epub 2014/12/11.

It is the author's responsibility to check all references very carefully for accuracy and completeness. Authors should avoid using abstracts as references. "Unpublished observations" and "personal communications" may not be used as references; if cited, a letter (from the person quoted) granting permission must be submitted. Subject to editorial approval, the person quoted will be cited in parentheses in the text and not in the reference section.

Acknowledgements

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Systematics of Writing Case Report

Manuscripts of case report are presented in a systematic manner as follows:

- (a) Title
- (b) Abstract (Unstructured & 150 words) and Keywords
- (c) Introduction
- (d) Case Report
- (e) Discussion
- (f) Conclusions
- (g) Acknowledgements
- (h) References

The length of the manuscript should not exceed 1500 words, 3-4 figures/tables and 5 references.